

JUS.T.I.S. Governance Council Meeting Minutes
September 26, 2013 Minutes

Start of Meeting: 09:30 a.m.

Departments Present: Adult Probation; District Attorney; Sheriff; Police; Public Defender; Superior Court; Department on Status of Women; City Administrator's Office; Department of Technology
Absent: Juvenile Probation; Emergency Management; Mayor's Office

Minutes from Prior Meeting – Minutes from meeting held on August 22, 2013 were approved.

From Executive Sponsor's Update:

The Council was informed that the final remaining vacancy on the Project team had been filled. Matt Newton, the new team member, was introduced to the members of the Council.

A status check was also taken to identify what Memorandums of Understanding still needed to be signed.

The Public Defender now has a live JUSTIS connection. One more data migration is needed, and then the addition of the bi-directional feature that will provide public defender names to court cases.

From the Technical Steering Committee's Update:

The Council was provided with a report identifying the current production support activities, the development programs underway, and the status of existing contracts and warranty renewals.

The District Attorney, the Sheriff's Department, and the Public Defender were asked to attend recent Technical Steering Committee meetings to discuss the status of their current projects. We expect similar visits next month with the Courts and Adult Probation.

From Case Management System Updates:

Hub Activity/Server Project:

The staff is working on the outbound transactions for the Public Defender for adding and deleting attorney information.

Staff expects to be completed with the initial coding of the data requirements for the District Attorney this month and expects to be able to reuse most of that work for preparing the data requirements for Adult Probation.

Staff worked with the Sheriff to set up an environment that can be used to test the most recent vendor release of their Jail Management System.

Hub version 2.0 is being designed.

Staff is working on procuring a third chassis of blade servers for our production environment at 200 Paul Street.

District Attorney:

The District Attorney (DA) is continuing their work with the JUSTIS staff identifying and defining the data fields that will be needed for their connection to the JUSTIS hub.

They are working with their case management vendor to schedule interface discussions with the JUSTIS team, and they are continuing to roll out enhancements for their statistical needs.

DA staff will be attending the upcoming annual user conference of their case management vendor with

the anticipation of getting a look at the vendor's future web-based software release.

The Department is also expecting to begin working on their new Juvenile module.

Sheriff:

The Sheriff Department (SD) indicated that they are working with their vendor on service level issues and adding new interfaces to their Jail Management System.

The Sheriff indicated that their project to move their non-JUSTIS files off of the JUSTIS equipment and onto their own equipment was on schedule to be completed by the end of October.

SD now has a fiber connection to the Jail site in San Bruno that has given them the ability to provide video conferencing from that site.

They have also implemented an application that provides for online Jail Visit reservations.

The Sheriff is currently getting ready to test a new release of their Jail Management system which is also expected to facilitate forward movement with single entry booking with the Police Department.

Police:

The Police Department is working on their Crime Data Warehouse (CDW). They are looking into adding Citation data into the CDW.

Over the next few months their CDW priorities will be mapping, then expanding their search capabilities, and then adding CopLogic data.

Public Defender:

The Public Defender indicated that they had reached a milestone with the most recent data migration.

The Public Defender also indicated that their bi-directional programming was ready for testing.

The Public Defender was concerned about how charge codes are affected within each of the varied JUSTIS applications. As a result, a training session will be scheduled to address how charge codes are handled.

Adult Probation:

Adult Probation is dealing with data cleanup activities on their Case module and the conditions of probation. The vendor underestimated the amount of time required to address the needs assessment.

Superior Court:

The Court is working on their court management application. They are also now looking at addressing Traffic Court management as well.

New Business:

No new business was raised.

End of Meeting: 10:32 a.m.